



## JOB DESCRIPTION

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**JOB TITLE:** Deputy City Attorney I  
**DEPARTMENT:** Office of the City Attorney  
**REPORTS TO:** City Attorney **DATE:** May 2009  
**EMPLOYEE UNIT:** Management & Confidential **Supersedes:**  
**FLSA EXEMPT:** Yes

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**JOB SUMMARY:** Under the general supervision of the City Attorney, the Deputy City Attorney I will assist the City Attorney in providing legal advice and services of routine to moderate difficulty to the City Council, City Commissions, other elected and appointed City officials and City staff. The Deputy City Attorney I will acquire skills and become familiar with City of Morgan Hill Municipal Code, procedures and regulations in order to assume more sophisticated responsibilities.

**CLASS CHARACTERISTICS:** This is an entry level mid-management classification that receives direction and assignment from the City Attorney. This position handles the more routine professional legal tasks and receives assistance and instruction for issues of moderate difficulty. Typical tasks include selected simple contract negotiation and drafting, researching issues of municipal law, prosecuting routine code enforcement matters and providing advice to all City departments.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The following duties are performed personally under the supervision of the City Attorney and/or in coordination with other City staff. Additional duties may be assigned.

1. Perform legal research to assist City Attorney in preparation of opinions on various legal matters for the City Council, Boards and Commissions, and City staff;
2. Draft and review simple and routine legal documents, contracts, leases, resolutions, ordinances, and other legal documents;
3. Examine and analyze court decisions and legislation to determine their effect upon municipal affairs and to summarize for staff and Councilmembers as necessary;
4. Assist in non-criminal enforcement and prosecution of violations of City ordinances, construction and fire codes, and City traffic regulations;
5. Make court appearances under the direction of City Attorney to represent the City in civil actions brought by or against the City in state court;
6. Prepare cases for administrative hearings and represent the City in such hearings;

7. May be required to attend and act in an advisory capacity at meetings of City Boards and Commissions and other public meetings as needed;
8. Provide advice to City staff on a wide variety of issues;
9. May serve as acting City Attorney in the absence of and at the direction of the City Attorney.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education & Experience:**

1. Graduation from an accredited law school.
2. Course work in land use or municipal law is highly desirable.
3. Superior or outstanding academic performance.

**Licenses & Certificates:**

1. Current membership in the California State Bar.
2. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.

**Other Requirements:**

1. Providing personal legal services for City officials or employees is prohibited unless such services are related to their official City function.
2. No outside practice shall be permitted without specific approval of the City Council, except for occasional services offered pro bono to nonprofit or charity organizations to the extent that such work does not interfere or conflict with the work as Deputy City Attorney.
3. Must be willing to work a flexible schedule, including evenings and weekends, as needed.

**Knowledge of:**

1. Duties, powers, limitations, authority and organization of municipal government and the City Attorney's Office.
2. California Codes and legal principles and practices concerning civil, constitutional and administrative law and procedure.

**Skill in:**

1. Communicating effectively orally and in writing including the extensive use of personal computer operations for referencing, researching and analyzing documents.
2. Identifying legal issues in the conduct of City business or operations.
3. Writing and reviewing legal briefs, ordinances, resolutions and other legal documents.
4. Representing the City in legal proceedings in state courts.
5. Cultivating and maintaining effective working relationships with the City Council, other governmental officials, court officials, staff and the general public.

6. Organizing, interpreting and applying legal principles and precedents to local government problems.
7. Effectively formulating interpretations, analyzing and resolving legal issues and recommending courses of action.
8. Providing outstanding customer satisfaction (internally and externally).
9. Learning municipal law principals, especially in the areas of code enforcement, public contracting and land use.
10. Use of common office software including Microsoft Office.

**Ability to:**

1. Take direction and accept input on work or research results.
2. Prioritize numerous assignments and competing demands.
3. Successfully work with City staff and members of the public with diverse backgrounds and understanding of legal issues.
4. Project political sensitivity and high ethical standards.
5. Learn quickly and apply to situations.

**PHYSICAL DEMANDS:** Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

**WORK ENVIRONMENT:** Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Employee generally works 90% indoors and 10% outdoors.
2. The work environment indoors is usually in a temperature-controlled office; some travel is required.
3. Noise level in the work environment is usually moderate.